30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION	
FUNCTIONAL AREA/SUBORDINATE AREA: AUTOMATION / INFORMATION ASSURANCE	RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 3
INSPECTION OFFICE/AGENCY G-6	UNIT	INSPECTOR'S NAME & PHONE NUMBE	

ITEM	YES	NO	NA
TASK: Maintain a battalion-level Automation and Information Assurance Program. **CONDITIONS:** Under both garrison and tactical conditions. **STANDARD:** IAW AR 25-1, Army Information Management, and AR 25-2, Information Assurance. Local USAEUR Policy Letters as appropriate.			
1. REFERENCES: a. AR 25-1, Army Information Management, 30 June 2004. b. AR 25-2, Information Assurance, 14 November 2003. c. USAEUR Information Assurance Program: https://iassure.usareur.army.mil/			
2. PURPOSE: To ensure a viable and working program exists for both the management of Gov't automation equipment and the protection of Gov't information and networks.			
3. SPECIFIC QUESTIONS:			
ACCOUNTABILITY OF EQUIPMENT			
a. Has the unit completed an automation inventory within the last 12 months?			
b. Does the unit have a Tier III maintenance management Plan/Program in place and working?			
c. Is there a unit plan for deploying automation information systems?			
d. According to the plan, can garrison support continue if the unit deploys its automation systems?			
IMO INFORMATION			
a. On Orders at BN and BDE?			
b. What is the IMO's current training level (A+ and IMO Networking)?			
c. Has unit submitted next FY's automation training requirements for unit's IMO to the 30th MED BDE AMO (IAW UR 350-70)?			

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ITEM	YES	NO	NA
IASO (AR 25-2 INFORMATION ASSURANCE 14 NOVEMBER 2003)			
a. Are orders on hand at BN and BDE?			
b. Registered for Information Assurance Training Program (IATP).			
c. Is there an ISS Standard Operating Procedure (SOP) and are users knowledgeable of the contents? (Part of any AIS generic accreditation)			
d. Does the above listed awareness/training include:			
(1) The description of the (ISS) structure. This includes the name, unit, telephone number of all IAMs, Information Assurance Security Officers (IASO)s, System Administrators (SA) and Information Management Officers (IMO)?			
(2) The US Army policy for home pages and WWW sites?			
(3) The USAREUR email policy and email chain letter and hoax policy?			
(4) How to reach the iASSURE WWW page?			
(5) The importance of registering with the iASSURE home page?			
e. Ensured that IASOs are appointed in writing for each separate AIS, group of AIS or network (Company IAO)?			
f. Established an AIS Security Program that provides protection for all information systems? Should also include:			
(1) the criteria and requirements to report security and technical vulnerabilities incidents to the IAM.			
(2) The location of the latest ANTI-VIRUS Software on the iASSURE home page and how to download and install it.			
(3) Ensuring that the DoD computer security banner is included as part of the logon screens of ALL computer systems.			
(4) The minimum-security baseline configuration from the iASSURE home page.			
(5) Procedures for clearing, sanitizing, and releasing computer components.			

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ITEM	YES	NO	NA
i. Reviewed threat and vulnerability assessments to enable the commander or manager to properly analyze the risks to the AIS? What products/procedures are used?			
j. Established the scope of responsibilities for each Company IASO?			
k. Physical Security All AIS must be protected and physical security requirements must be carefully selected.			
(1) An AIS with SBU information on non-removable media should be in a locked office or building during non-duty hours or be otherwise secured to prevent loss or damage.			
(2) When users leave their workstations or personal computers, they will log-off or lock the keyboard and screen until re-authentication.			
(3) Workstations and personal computers should include a local "idle lockout/screen saver" feature that automatically locks the screen and keyboard after a specified period of no activity (that is, 3 - 5 minutes), requiring re-authentication before unlocking the system (for example, a password protected screen saver).			
https://iassure.usareur.army.mil/			

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VERIFICATION

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Unit POC Signature, Name, Rank, Date

x_____

Inspector's Signature, Name, Rank,

Date

30th Medical Brigade PAM 1-201 COMMAND INSPECTION CHECKLIST		DATE OF INSPECTION	
FUNCTIONAL AREA/SUBORDINATE AREA: COMMUNICATION / SIGNAL	RATING	CHECKLIST EFF DATE: 1 OCTOBER 2004	PAGE 1 OF 3
INSPECTION OFFICE/AGENCY G-6	UNIT	INSPECTOR'S NAME & PHONE NUMBE	

ITEM	YES	NO	NA
TASK: Maintain a viable COMSEC, Signal Management, and Telephone Control program IAW Army Regulations. **CONDITIONS:** In both a garrison and tactical environment. **STANDARD:** All programs will meet both the intent and direction of listed Regulations and local policies. **1. REFERENCES:** a. AR 190-51, Security of Army Property at Unit and Installation Level. b. AR 710-2, Supply Policy Below the Wholesale Level, Supply Update. c. AR 190-11, Physical Security of Arms, Ammunition, and Explosives. d. AR 380-5, DA Information Security Program, 29 SEP 2000. e. AR 380-40, 30 JUN 2000. f. DA Pam 25-380-2, Security Standards for CCI. g. AR 25-400-2, ARIMS. h. USAREUR Reg. 25-22. **2. PURPOSE:** Ensure viable programs exist in the areas of COMSEC, Signal Management, and Telephone Control supporting the larger battalion-level Communications and Information Management Programs. **3. SPECIFIC QUESTIONS**: N/A **SIGNAL MANAGEMENT** a. A general inspection of the shop operations and appearance of the equipment. b. Does the Communications/Signal SOP reference areas such as Responsibilities, Maintenance, Safety, TMDE, Modification Work Orders, Physical Security-CCI, Tool Accountability, PLL/Repair Parts and battery management? c. Are publications available for all on-hand equipment?			

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ITEM	YES	NO	NA
g. Are vehicles radio systems properly installed and secured?			
h. Is equipment free of frayed, torn or broken cables and components?			
i. Are all communication equipment hand receipts on hand updated?			
CONTROLLED CRYPTOGRAPHIC ITEMS (CCI)			
a. Does the unit have a CCI SOP or is CCI addressed in another SOP (i.e. COMSEC or Garrison SOP)?			
b. Does the SOP outline the procedures for physical protection And control of access to CCI? (para 8-3, 8-4, 8-5 AR 380-40)			
c. Are the commander's responsibilities outlined in the SOP For CCI access discrepancies? (App B, DA Pam 25-380-2)			
d. Are requirements for transporting CCI outlined in the SOP?			
e. Does the unit have access to the above listed publications?			
f. Is KEYED CCI equipment protected IAW the level of Classification assigned? (Para 8-2, 8-4, AR 380-40)			
g. Is un-keyed CCI stored under double barrier protection Rules? (Para 3-6c (1) (a), AR 190-11)			
h. When installed in an operational configuration in a vehicle does the CCI meet required security standards? (Para 3-5d –f, AR 190-51; Para 2-14e (4), AR 380-40)			
i. Does the unit maintain proper accountability in the handling And storage of the STUIII Master CIKs? (Para 2-4, AR 380-40)			
j. Are the Master CIKs stored in a GSA approved security container? (Para 2-14, AR 380-40)			
k. Does the unit SOP contain instructions for the protection of SINCGARS as CCI? (Ch 2, DA Pam 25-380-2; Para 3-5d-f, AR 190-51)			
l. Are keying devices, KYK-13, KYX-15A and ANCD ZEROED Before storage? (Para 5-8.3a (2), AR 380-41)			

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ITEM	YES	NO	NA
b. USAREUR Reg. 25-22 is on-hand?			
c. Does the unit submit Local Service Requests in a timely manner and are they tracked?			
d. Do unit telephones have DD Form 2056 affixed to it?			

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VERIFICATION
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Unit POC Signature, Name, Rank, Date
x_____
Inspector's Signature, Name, Rank,
Date